

memorandum

DATE: November 29, 2001

REPLY TO

ATTN OF: EM-50 (O'MALLEY): 6-0175

SUBJECT:

Foreign Travel Procedures

TO: Distribution

This memorandum provides revised Foreign Travel Procedures (Attachment A) for travel conducted by Federal and contractor employees on behalf of the U.S. Department of Energy, Office of Environmental Management (EM). Effective December 1, 2001, all previously issued foreign travel procedures and guidance will be considered rescinded. The revised procedures are developed in accordance with DOE Order 551.1A "Official Foreign Travel" (dated 8-25-00).


Effective with this implementation, Elizabeth O'Malley of the International Programs in the Office of Science and Technology will serve as the point of contact for ensuring that EM official travel is planned and executed in accordance with revised procedures. Ms. O'Malley can be reached on (202) 586-0175 or by email at Elizabeth.O'Malley@em.doe.gov.

The following is a summary of salient points regarding how EM will manage foreign travel requests:

- Assistant Secretary Jessie Hill Roberson will have final approval authority on all foreign travel requests.
- All travel requests must be submitted to the EM-50 point of contact no later than thirty (30) calendar days prior to departure, irrespective of whether the travel is to sensitive or non-sensitive countries.
- For travel from the Field, the cognizant Field Office Manager must submit a signed memo explaining the purpose and need for the trip (Attachment B).
- For Headquarters travel, the cognizant Deputy Assistant Secretary must submit a signed memo explaining the purpose and need for the trip (Attachment B).
- An EM Foreign Travel Plan (FTP) will be developed by Elizabeth O'Malley for use by EM-1 as a management tool. The FTP will NOT be a document indicating pre-approval.

We recognize that these requirements, in some cases, are more stringent than those set forth in the DOE order. Nonetheless, the additional time will allow for the increased scrutiny that is warranted for proposed foreign travel and to facilitate the safety of all travelers abroad. I thank you for your assistance in implementing these new procedures.

If you have any additional questions regarding these procedures, please contact Elizabeth O'Malley on (202) 586-0175.



Jessie Hill Roberson
Assistant Secretary for
Environmental Management

4 Attachments

Distribution:

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Attachment A

Official Foreign Travel Procedures for the Office of Environmental Management

The purpose of this document is to provide official foreign travel guidance for (1) DOE Federal employees, including employees from Headquarters and field offices; and (2) all contractor and subcontractor employees, as defined in DOE O 551.1A, Official Foreign Travel. These guidelines are being provided to comply with the requirement contained in the Official Foreign Travel Order, dated 8-25-00, which directed responsible Program Secretarial Officers to develop and issue instructions for implementing the Order. All issues not addressed in these procedures (i.e., security briefings, export control, counter-intelligence briefings) are governed by DOE O 551.1A.

Foreign Travel Management System (FTMS) Entry and Routing

Federal and contractor travelers shall complete the Request for Official Foreign Travel, SF 1512, and obtain appropriate supervisor(s) signatures(s). A traveler must ensure that the required data is available for entry into FTMS database and submitted in time to meet the advance notification requirements discussed below. **PLEASE NOTE that there is no distinction being made between travel to sensitive and non-sensitive countries with respect to advance notification. The requirements are the same.**

For Headquarters travelers, Federal and contractor, a completed and signed SF 1512 must be submitted to EM-50 International Programs no later than 30 days prior to departure. EM-50 International Programs will enter all Headquarters Federal and contractor requests into FTMS. The package will be subsequently routed to the sponsoring Deputy Assistant Secretary for review and concurrence. To streamline the foreign travel approval process, the sponsoring program will have three working days to review and concur/nonconcur on the proposed travel before it is routed to EM-1 for final approval. The final package must include a signed memorandum from the cognizant Deputy Assistant Secretary that explains the purpose and need for the trip. **Attachment B** details the information requirements for this memo. The EM-50 International Programs point of contact will coordinate the development of these memos for signature by the Deputy Assistant Secretary. This memo replaces the need for the previously required 10-Point Criteria. Request received that do not meet the 30 calendar day window will be forwarded to EM-1 for consideration at the discretion of the cognizant Deputy Assistant Secretary.

For Field travelers, Federal and contractor, a completed and signed SF 1512, must be submitted to the responsible travel manager for input into FTMS to allow for the following advance notification requirements. EM-50 International Programs must be able to view the routed request, including all local field approvals, no later than 30 calendar days prior to

departure. The package will be routed by the EM-50 point of contact to the sponsoring Deputy Assistant Secretary for review and concurrence. To streamline the foreign travel approval process, the sponsoring program will have three working days to review and concur/nonconcur on the proposed travel before it is routed to EM-1 for final approval. The final package must include a signed memo from the cognizant Field Office Manager that explains the purpose and need for the trip. **Attachment B** details the information requirements for this memo. It is the responsibility of the Field to ensure that this signed memo is received by the EM-50 point of contact upon entry of the request into FTMS. The request will NOT be routed for concurrence and subsequent approval until this memo is received. This memo replaces the need for the previously required 10-Point Criteria. Requests received that don't meet the 30 calendar day window will be forwarded to EM-1 for consideration at the discretion of the cognizant Deputy Assistant Secretary.

PLEASE NOTE: When travel includes multiple participants, the delegation will NOT be routed for approval until ALL participants have submitted their requests.

Country Clearance Cables

No traveler, Federal or contractor will be permitted to travel without the receipt of a cable granting country clearance. In order to ensure that adequate time is provided for the embassies and consulates to review country clearance requests, all relevant information must be submitted to the EM-50 point of contact no later than 30 calendar days prior to departure. **Attachment C** details the informational requirements for country clearance cables. The EM-50 point of contact will develop these cables and process them through the Department of State. Final approvals will NOT be entered into FTMS until country clearance has been granted.

EM Foreign Travel Plan

The EM International Programs will be responsible for developing an EM Foreign Travel Plan (FTP) on a semi-annual basis. The plans will be issued in October and March of each year. **PLEASE NOTE: The EM FTP will be used as a management tool by EM-1 and will not constitute pre-approval of travel as done previously.** Specific guidance with respect to the development of the FTP will be provided at the appropriate to each EM headquarters program office and field element by the EM-50 International Program.

Trip Reports

A trip report must be filed with the EM International Programs Office no later than 30 days after return. Further travel requests will be denied if there are outstanding trip reports. **Attachment D** details what should be incorporated in the trip report.

Miscellaneous Guidance

The EM policy with respect to personal leave while on foreign travel is as follows: 1 personal leave day can be taken for every 2 days of official business. This 2:1 ratio is exclusive of weekends and travel days. Travel requests with excessive personal leave, as well as, requests for business class travels will not be routed for approval.

Attachment B

To: Jessie Hill Roberson, EM-1
From: DAS or Field Office Manager
Date:
Re: Request for Approval of Foreign Travel

This memo serves to request your approval for foreign travel to be conducted by personnel traveling under my cognizance.

Identify the traveler's name, title, and organizational affiliation.

The body of the memo must address, in detail, the following questions:

1. Is this trip on the Foreign Travel Plan? If not, why?
2. Is the trip being requested less than 30 days in advance? If so, why?
3. What program activity is supported by this trip?
4. What is the purpose/objective of the trip?
5. Provide discussion if this trip is part of an on-going initiative.
6. Who are the Field and Headquarters program managers for this trip?
7. How does the trip contribute to the mission of the traveler's organization and the overall EM mission?
8. Who is the funding organization and what is the estimated cost of the trip?
9. Identify additional delegation members? If the trip is comprised of multiple travelers, what is the role of each participant under your purview?
10. Provide discussion of the impacts to meeting EM mission requirements if this trip is not conducted.
11. Has every effort been made to reduce costs associated with this trip?

Sincerely,
DAS/Field Office Manager

Attachment C
Country Clearance Cable Informational Requirements

Full Name _____

Employer _____

Organization _____

Title _____

Date of Birth _____

Place of Birth _____

Passport Number _____

Passport Expiration _____

Citizenship _____

Clearances Held _____

Emergency Contact Name/Phone _____

Traveling with a delegation? (If YES, list members)	YES	NO
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Purpose of Travel

In country Point of Contact (Name, and Phone numbers for day and night)

Is Embassy Assistance Being Requested? If yes, what for?

Daily Itinerary

ATTACHMENT D

Trip Report Format

- I. Part 1 Is to be an extract of the foreign travel request form, with an abstract of the results of the trip.
 - a. Part 1 of the trip report will be forwarded through the responsible Program Secretarial Office to the Office of Science and Technical Information (OSTI), Oak Ridge, Tennessee 37831.
 - b. Part 1 of the trip report will not contain classified information.
 - c. Part 1 will be included by OSTI in a limited accessed electronic database available to DOE (Once the new FTMS system is in place, certain sections of Part 1 will become automated to simplify completion of trip reports.)
 - d. Part 1 of the trip report will consist of the following information in the following format:
 1. Title of report;
 2. Report date (MM,DD,YYYY);
 3. Date(s) of travel (MM/DD/YYYY);
 4. Position/title of traveler;
 5. Employing organization and organization code;
 6. Business address, including street, city, state and zip code;
 7. FTMS trip number
 8. Travel destinations (include organization, facility, city, state/province, country);
 9. Brief purpose of the trip (include the justification from the foreign travel request);
 10. Abstract (such as major highlights, benefits of travel, people contacted, results of meetings, facilities visited, including their location);
- II Part 2 of the trip report will provide a complete report on and thorough analysis of the trip.
 - a. Part 2 should include the results of any meetings or discussions with representatives of foreign government(s) company(ies).
 - b. When more than one traveler follows the same schedule, only one member of the party needs to report on each meeting or event that took place.
 - c. When appropriate, part 2 should also include observations, conclusions, speculations, and information relating to the safety, health and security of future travelers.
 - d. Part 2 of the trip report will be used for programmatic purposes and will not be forwarded to OSTI.
 - e. Part 2 of the trip report is providing actual costs of the trip.

A reporting cable sent through the State Department channels may also serve as part 2 of a foreign trip report.